

**VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NO. 07-92**

POSITION TITLE/NUMBER: Military Pay Technician (Indefinite), 07-92, (PD No: 70269000)

GRADE/PAY: GS-0545-05 \$28,862.00 - \$37,519.00 per annum

DUTY LOCATION: USPFO, Fort Pickett, Blackstone, VA

OPENING DATE: 20 April 2007

CLOSING DATE: 4 May 2007 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel

WHO CAN APPLY:

GROUP I - Applications will be accepted from all qualified enlisted personnel currently employed (permanent) in the Virginia Army National Guard Military Personnel Technician Program.

GROUP II - All qualified Army and Air National Guard Enlisted personnel, regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached if the enlistment occurred within 60 days prior to, or during the advertisement period.

GROUP III - Individuals eligible for military membership in the Virginia Army National Guard.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows:
MOS: 42A, 42F, 42L, 44C, 92A, 92Y

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: LTC Robert Clarke, (434) 298-6171

QUALIFICATION REQUIREMENTS:

GENERAL - Administrative or clerical experience, education or training which demonstrates the applicant's ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information.

SPECIALIZED: Work experience listed on the application must show at least six (6) months of specialized experience, such as: experience which demonstrates the applicant has knowledge of DOD military pay manuals and appropriate systems manuals; experience computing military pay actions; experience explaining and interpreting various types of rules, regulations, and procedures; experience in applying directives and regulations to process and verify pay actions for accuracy; experience which required applicant to adhere to various deadlines within a set time frame.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs) REQUIREMENTS: Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Knowledge of military pay regulations and procedures.
2. Ability to compute pay actions.
3. Ability to explain and interpret regulations.
4. Ability to make extensive record searches and determine corrective action.
5. Ability to meet deadlines and work under pressure.

TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER 07-92

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High school graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e., 36 weeks of substantially full-time study or 30 semester hours, or the equivalent) for 12 months of the required experience. Applicants must submit transcripts, diplomas, or other forms of completion certificates to provide verification of related courses.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70269000: Processes the full range of military pay entitlements of ARNG personnel; audits suspense reports/military pay rejects with controlling activities 9unit/SIDPERS). Assists higher graded personnel in resolving a variety of complex and special pay issues; prepares/processes pay actions such as incapacitation pay, incentive pay, and bonus pay. Manually loads Active Guard/Reserve (AGR) Soldiers into the payroll system ensuring that all facets of the soldiers pay are accurate and correct. Works with higher graded personnel to ensure the timely and accurate processing of technician payroll; assists retired and separated members experiencing difficulties receiving pay information, allotments and/or deductions. Conducts Dual Compensation (DC) reviews to include creating reports, identifying discrepancies, notifying individuals, supervisors, and commanders, to include processing corrective actions. Recommends methods, techniques, and procedures to improve military and civilian pay operations; ensures the successful interface and/or connectivity between pay and related systems. Performs the finance portion of military/technician personnel readiness processing when ordered to active duty. Applies internal control procedures to ensure the military and civilian payroll process is accurate and timely.

REMARKS: This position is being advertised as an indefinite appointment and applicant selected may be released at any time.

In the event a permanent employee is accepted for this indefinite position, there will be a change in their tenure from permanent to indefinite.

Indefinite appointments may be made permanent at a later date without competition. Individual will be advised of his/her rights and benefits to which entitled.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/ NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION...RELOCATION EXPENSES WILL NOT BE PAID...SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.